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Minimum Qualification Specifications
for the Class:

COUNSELING ASSISTANT

Basic Education/Experience Requirement:

Graduation from high school, with satisfactory completion of courses demonstrating knowledge of English grammar, spelling, punctuation, and basic arithmetic.

Experience which demonstrated knowledge of correct English grammar and usage and basic arithmetic; the ability to read, comprehend and apply written instructions; and a high degree of verbal skill may be substituted for the required education. This experience may have been met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis.

General Experience: One (1) year* of work experience which involved direct interaction with people and which demonstrated the ability to provide and elicit information and to observe, evaluate and take action or report accurately on different situations.

In addition, either concurrently or separately, there must be evidence of demonstrated ability to organize materials, maintain records, and write descriptions, consisting of a few sentences, of occurrences or observations. There must also be a demonstrated awareness of basic educational programs, goals, functions, and activities which may have been gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities.

Specialized Experience: Two (2) years* of work experience which involved direct contact with students to foster their academic, personal, social, and/or vocational development.

One year of the required work experience must have been in a counseling program which included the performance of activities using specific methods to develop rapport and establish a trusting relationship with clients to encourage expression of problems; the use of specific techniques and materials to address identified problems such as those stemming from poor self-concept, lack of social skills, and to help provide early identification of special needs and other problems which interfere with learning; and the recording of occurrences and observations. The work in a

counseling program must have been comparable** to that of the class Educational Assistant III in the State service.

* A year of General or Specialized Experience is defined as a school year of approximately 180 "teacher duty" days or approximately 38 weeks per year.

** "Comparable" work is work of equivalent difficulty and responsibility which provided the essential knowledge, skills, and abilities found in the referenced class.

This type of work experience is usually gained in an educational setting by positions performing a variety of supportive services to professional personnel directly engaged in the academic, personal, social, and/or vocational development of students.

Substitutions Allowed:

Substitution of Education for Experience:

1. Possession of a Certificate of Completion in Child Services or related program from an accredited community college may be substituted for one-half (1/2) year of General Experience.
2. Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which did not include the completion of a practicum which involved instruction-related activities may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience.
3. Successful completion of coursework in a curriculum leading to an Associate in Science degree in Teacher Aide, Educational Assistant, Early Childhood Education or equivalent, from an accredited community college which included the completion of practicum which involved instruction-related activities may be substituted for General and/or Specialized Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of experience, but not for the one (1) year of Specialized work experience in a counseling program.

4. Possession of an Associate in Science degree in a field such as Teacher Aide, Educational Assistant, Early Childhood Education or equivalent from an accredited community college which included successful completion of a practicum which involved instruction-related activities may be substituted for all of the General Experience and one (1) year of Specialized Experience, but not for the one (1) year of Specialized Experience in a counseling program.
5. Successful completion of coursework in a curriculum leading to a bachelor's degree from an accredited four (4) year college or university may be substituted for the General Experience on the basis of fifteen (15) semester credits for one-half (1/2) year of the experience provided that there is also a demonstrated awareness of basic educational programs, goals, functions, and activities which may have been gained through involvement in activities such as serving on school/community committees, advising youth groups, or taking part in parent/teacher/student meetings and activities.
6. Possession of a bachelor's degree in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and one (1) year of Specialized Experience, but not for the one (1) year of Specialized Experience in a counseling program.
7. Possession of a Professional Diploma in Education or its equivalent from an accredited four (4) year college or university may be substituted for all of the General and one (1) year of Specialized Experience, but not for one (1) year of the Specialized Experience in a counseling program.

Quality of Experience:

Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope, responsibility and pertinency as to conclusively demonstrate that (s)he has the ability to perform the duties for which (s)he is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions,

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Applicants may be required to qualify on an appropriate examination.

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is the first minimum qualification specification for the new class COUNSELING ASSISTANT.

DATE APPROVED: 11/19/91 /s/ Diana H. Kaapu
for SHARON Y. MIYASHIRO
Director of Personnel Services